Buildings and Facilities Task Force
Monday, August 3, 2026 - 9:00 am

Chris Clark - Chairman

Supervisor Clark called this task force to order at 9:00 am with the following in attendance: Clayton Barber, Matt Brassard (9:08), Chris Clark, Mary Lamphear, Tracie McGill, Clayton Menser, Tim Pierce, Richard Preston, Matt Stanley, Davina Thurston (9:07), Ike Tyler, Meg Wood, Mike Mascarenas and Jim Dougan.

Also present: Todd Hodgson, Andrew Stanley, Dieter Olcott, Grace Hodgson, and Elizabeth Lee.

CLARK: Well, why don't we start with Dieter, who has a presentation for us.

STANLEY, ANDREW: Alright, so a couple of presentations on the engineering internship 2026, 6th year, but actually 8, because we lost 2 years to Covid. This is our 6th round. This year's focus was on asset management. The same focus for two individuals, different directions. One intern focused on the horizontal assets of culvert collection and assessment, and the other was asset on the Ag and Youth Building.
So, first up will be Dieter Olcott. Dieter did an asset management plan on Ag and Youth. The main focus on this was take your typical asset management report and tool it into something we can use in the future, not lose track of those assets and really schedule and budget in the future.
I will let Dieter get to it.

OLCOTT: I am Dieter Olcott. I grew up and I still live in Moriah, New York. I am a student at Clarkson University, I am going into my junior year, in mechanical engineering. I spent a lot of time with this internship working on this project, but I also spent a lot of time going to different jobs. So, with Andrew, I went to a lot of civil jobs, and we also went to meetings that he was attending and we kind of covered from the proposal to design, to construction. I went to different highway job sites with Hugh. He showed me how to use ground penetrating radar, so GPS systems and he also explained to me a lot of the different mechanical systems that we have in these county buildings and I also attended DPW meetings, with the guys in the office and I think those were beneficial, too.
So, a quick summary, or intro; the Ag and Youth was built in 2025 at the fairgrounds at Westport. So, the two office buildings that houses the Cornell Cooperative Extension of Essex County, as well as the Soil and Water Division. The process of this building's creation from proposal to construction was very well reported, and this combined with it being a simple building lead DPW to decide to test out an asset management plan on it.
So, my main objective was to create a collection of files that makes the process of maintaining the Ag and Youth Building cheaper, simpler, more straightforward while preventing unexpected expenses like we have had with the Public Safety Building, didn't want that to happen anymore. Some goals are to prolong life span of assets, reduce expenses over the building's lifespan, streamline maintenance, make a plan that is user friendly and two things that we wanted to prove

with my project are that asset management plans are beneficial and to prove that management and information collection is easier when it is planned into something and you will see that with Grace's data collection. She had to go out and like find all the assets and you'll see how she had to collect her data, but I just had to kind of go through some submittals and operation manuals and it was just a lot easier for me.

So, asset management plan maps out how the owner of the asset maintains, replaces those assets and handles the budget. This asset management plan was designed for the client, and the client is our Department of Public Works, and we wanted something practical that Buildings and Grounds can easily use. It's a living plan, that means as changes are made to the building this plan gets updated and I tried to make it future proof, because of that.

So, under the guidance of Mr. Dougan, Mr. Stanley, Mr. Harwood, and Mr. Hodgson, I used Smartsheet, which is a cloud based project management platform. It is pretty similar to Excel, with some fancy stuff that you can do and this, it's already used by the Department of Public Works for a lot of applications, so it's not some foreign website. The plan future is one folder, 6 sheets, I tried to include a lot of automation, so it's just plug something in and makes stuff for you.

So, the criteria for an asset to make our plan was that it was over $400.00 or it was at least moderate priority. So, we have stuff all the way from windows up to the elevator.

The first sheet is the main sheet, it's a really big spreadsheet, lots of broad information, there's instructions for using the plan attached, each row is an asset and there's a big form that you can fill out to add a row. There's multiple attachments for every row, like to submittal a picture of the asset and two other PDFs, everything is sorted by system and priority level and price. It is the responsibility of the engineers to manage this sheet and there is also a lot of conditional formatting. Here is a little snippet of what that sheet looks like. It is just a little bit, because the full size is 101 rows, 40 columns. This is what the form looks like, it's kind of like a Google form, you quickly fill that out to add an asset. This is what the information PDF looks like. Each asset has this and it serves the purpose of being the easier way of finding the information, because it's pretty annoying to look through a spreadsheet. And this is what this sheet looks like, it's really big as you can see. There's a lot of coloring coding going on. This is like general information. This is stuff on like failure analysis. This is consequences of failure, so what happens if it does fail and this is management stewardship.

Now, obviously that sheet would be a lot of deal with on its own, so this is where the other sheets come in. This is management information. It's connected to that one, so anything that changes on that one, updates this one and vice versa. It has all the information that is useful for making decisions on replacements, which includes prices, and this will convert current prices to inflation adjusted prices for whatever year. It serves the purpose of letting you know when an asset will fail, which is pretty beneficial to have an idea, and it's used to create the replacement schedule. This is what that one looks like, there's management strategy, priority level, end of service life, replacement dates, quantity and then prices, and priority level is color coded.

The third sheet is the maintenance sheet, is it also connected to the main sheet. This is what Buildings and Grounds guys can quickly go and see what they have to do to maintain the building. They can also update it, if they figure anything out and learn new things about any asset. So, proper preventative maintenance extends the service life, like when you give your car an oil change at the right time, you have to have all the mechanicals work. Each row also has a little PDF attached and this sheet is also used to create the replacement schedule. This is what it looks

like. It is pretty small; it's all the maintenance stuff. There's a PDF, in case you don't want to line up the rows and columns on the spreadsheet.

So, the replacement schedule is the plan part of this collection of files. It's an estimated table of years to come and the corresponding replacements of that will be made. That includes the costs for each year for the replacements and maintenance. It has the original costs and time of the cost. It's not connected to the main sheet, so you kind of have to have an engineer make it, but that also has its benefits and it's also a visual aid to see how different expenses line up for each year and we've decided only the first replacements will be included because technology become obsolete in like 20 years. This is what that one looks like, it has the years and then the assets to be replaced and then the costs and then to the right is the adjusted costs to the formula, using the CPI rate to adjust for inflation and then is also a dashboard of different grafts that's connected to that. So, anything that changes on that replacement schedule automatically update these graphs. There are currently 6 of them, I know you can't see it, but the next slide will show it better. This is just the cost of each year. So, if you're creating a budget or you're just in charge of managing this building, you can see when there's big spikes, those are years that you want to do something special with your budget. This is the original, and this is the inflation adjusted. This year, right here, is when the elevator's supposed to fail. So, the blue is after using the replacement schedule to kind of average out the prices for each year and then the red is what it would look like if you didn't do any messing around with the replacement dates. As you can see the red has a lot of big expensive years. I think it is beneficial to use a replacement schedule to kind of spread out the costs. And this is just kind of each year versus the average costs. And this is what it looks like with the inflation adjusted prices. So, I think this shows that it's important to think about inflation when you're planning stuff, because obviously the orange line is pretty far off.

This is the cumulative costs graph, so this is regular and this is inflation adjusted and as you can see owning and building and keeping it running is not free, maintenance costs keep going up.

This sheet is called shelf, it is also connected to the main sheet, so it will be automated be created and it shows if an asset will have a spare inventory or if it will have components that will be kept in inventory. This is for Buildings and Grounds, I don't know if you've been down to their building, but they have a pretty big inventory of parts and stuff. The decision will be made using failure factors and the consequences of failure, as well as like priority level. So, anything that will be kept in inventory will be highlighted in yellow here, too. This is what it looks like, as you can see, we have a bunch of troffer lights, so we decided that those will be kept in inventory and these are the components. Anything that is listed will be highlighted in yellow.

This is the last sheet; it's called replace submissions. It's used for keeping track of replacements that have been made. Once a replacement is made, you can fill out the attached form. It will create a row, and it will also send an email to engineers that they should update the main sheet, because you have to do some research to update that line of columns and if an engineer is not part of a really simple replace then they're not going to know about it. So, a Buildings and Grounds guy can quickly fill out this form, and it will let them know.

This is the form, that is the sheet, it's only like 6 columns, not a lot of information. These are the instructions for using the sheet. I know it looks like a lot, but most of it's for kind of explaining all the automation, all of the connections and stuff for the engineers. Only this much is for the maintenance workers, the Building and Grounds guys, so it's pretty simple for them to use it.

So, for funding, there's a lot of opportunities to build a building, but you're not really going to earn any money on maintaining a building, any grants or anything. So, we just have to use the budget, I guess. So, Essex County charges the tenants of the buildings $10/square foot, which amount's the $65,700 a year. It's important to also note that we fund these organizations, so it is still our money, and our Superintendent discussed this idea of putting this cash flow from rent into capital investment fund for owning the building, which covers the utilities cost and the maintenance costs, and this would be a pretty efficient way of funding this. And here is a graph of what that looks like, the blue line will be rent revenue, versus the cumulative costs, but as you can see there's a little gap there, but this gap will be lessened because it's unexpected corrective maintenance that will definitely happen. There is also the second and third replacements and there's also utility costs that are not included in this.
And then some other smart sheet stuff that I did. I made a sheet that keeps track of electricity. But you have to fill out a form for electricity usage for each month and it will add it up and it will compare it to a benchmark year, which is 2026 and if your energy usage for the year goes up a lot, they will highlight it red, and you know that you lost some efficiency in your building. I also made a template for future asset management plans in case this one works out well. So, this is just what that looks like. As you can see, I used, filled out some fake data and that year where it went up 13%, I just highlighted it red, so you know that you should probably check out your equipment.
And that is all (applause).

CLARK: Thank you. So, we don't have a lot of time before our special meeting, so would you like to jump right in?

HODGSON, GRACE: Yeah, I think I am.

DOUGAN: Yeah, so that's the question is, so we're trying to fit two of these in, okay. Normally we would have an hour and that's what we originally planned for, but you guys have a public hearing at 9:30. We can either take a bunch of questions from Dieter, for Dieter's stuff right now or we ask Grace to get hers done and take questions after or skip questions all together, it's up to this group.

STANLEY, MATT: I would say, I have a lot of questions, but Dieter answered almost every one of them during his presentation. Like I had a question and then he immediately answered in the next slide. I think it was a great job, well done.

MENSER: I just want to know if it's possible to transfer that capability with asset management to the towns?

DOUGAN: You guys, through Community Resources, you did some water and sewer asset management plans. We really tried to make something that fits us, making it really practical. We have 25 tax caps and some of the buildings that we're trying to manage right now, you know none of this was done. We didn't have any idea of when the expenses were coming. We've been trying to build this and similar to what Dieter said, this was a brand new building. Everything was new, we grabbed all the information, we saved it in a certain was as we built the building, so it was a

good place to start and collecting the data for existing buildings is going to be a little more difficult moving forward. So, plenty that we could talk about. I could explain the gap, all those kinds of things, but if we want to have Grace jump right into hers and I wish we had an hour but go ahead Grace.

HODGSON, TODD: I am just going to give one comment here, will actually two.

LEE: I just want to say one thing, I just want everyone in the room know that we're really grateful to be in that building and we will be partner in however you want us to partner in helping you to manage that, like enter data, whatever we're supposed to do, let us know.

DOUGAN: Great, thank you

HODGSON, TODD: As was brought up, the Planning Office, and the Division of Engineering did help towns to come up with money for asset management that you have for your respective water and sewer facilities, but I will say this, after flipping through them, because I tinker with things, I pulled up the spreadsheet and tried to modify some things, and actually I am locked out. I can't actually make some of the modifications in that sheet and if you flip through the asset management plan that you receive, you will find that actually the word proprietary is actually in the report. They own copyright to the information that they sold you. I would like to discuss that with this Board.

THURSTON: I noticed that, too.

HODGSON, TODD: Yup. So, good job, Dieter, because his isn't copyrighted to your question, it can be replicated, thank you very much for that.
Grace is going to be presenting. One question for you to consider, we'll talk about the answer afterwards if we have time, what are the biggest obstacles to asset management? Because we know we need it. Implementation, those things are very difficult, if we have time at the end, I will give you, my answer.

HODGSON, GRACE: My name is Grace Hodgson, and I am presenting on culvert asset management. So, I am an Essex County resident, I grew up in Jay and I still live there. I am currently studying environmental engineering at Michigan State University, and I am going to be a Junior this year. I have been able to peruse some of my interests here in water treatment, environmental sustainability and stream morphology, which I have been able to apply to my internship activities, which include, obviously, the culvert inventory and Forge Lane takedown process.
So, what is the culvert inventory? So, it is this big map of a bunch of layers in ESRI, which is Essex County's ArcGIS that shows streams, rivers, roads and a bunch of other stuff to help us identify culverts and place them and figure out what to do with them.
It is really important, because Alpha culverts, which I will explain what they are in a second, need to be permitted and due to the fact that we are completely in the Adirondack Park, it takes months to a year to receive that permit back from the State.

So, Alpha versus Beta culverts; so, the big things are price, location and what they carry. So, Alpha culverts are these big culverts that basically when you look at them you think, that's a little bridge. They're $200,000 to $600,000, as opposed to Beta culverts which are smaller, usually pipe culverts, which run under the road, they're only $10,000 to $80,000 cost range. The big things with Alpha culverts, which is why they need to be permitted, is because they are usually within 100' of an APA designated wetland, or on a DEC designated stream or it has certain other classifications per New York State.

So, I have to go out, physically and go look for the culverts on roads, and go according to the 5-year paving plan, because it is easier to replace them before we've repaved the road. So, I basically I have to go setup an antenna, connected it to an offline map, because there's no service anywhere, and then I have to go to identify the town and the road I am going to located in the map then basically drive or walk along the road and identify cracks, dips and holes, which usually signify a culvert, because usually they're failing and I mark it depending on the determination of Alpha or Beta, take a bunch of measurements, take a bunch of pictures, take a bunch of observations and record that.

So, what do I collect for Beta culverts? So, they're the smaller culverts, so I collect less information. I usually go length, width and height and road fill height. Now road fill height is the distance between the top of the culvert and the road. This is important because culverts are made out of different materials, whether it's metal, HDPE or concrete and they have different load bearings, so they need to be buried deeper, such as HDPE would need to be buried deeper because of the stress from the road. Another thing that I look at is culvert perching, because water is running out of them and water erodes. So, if it's perched, it's going to erode the underneath and can cause issues on the embankment side of the road. I also look at percentage of obstruction, joint damage, flow conditions, structure shape, material and condition. For location identification, I obviously mark it on the GIS map, and I take down the road, the town and the stream, which is in instance of Beta culverts is usually just "unnamed ditch". So, here is some examples; there is this one on Creek Road in Crown Point. It is a 30', 18" concrete culvert and as you can see it is disjointed, there are pieces of it in there and there are roots which have caused some collapsed. This is a good example of one that needs replacement. Concrete culverts are usually older and, in this instance, has been there a long time. The next example is a metal culvert, now you will notice, the bottom is completely rusted out. This is common, because a lot of streams or running water in the area are really acidic. So, in this instance you would suggest that it is replaced with an HDPE culvert because it's less likely to erode.

So, what do I collect for Alpha culverts? Now, some of the stuff is the same, so I will move on to the stuff that is not. I take the water depth at the inlet, the outlet, and in the culvert, because it is important to look at how the culvert is interacting with the stream, which I can talk about more in a little bit, and I take the average of any full width; that is the distance between one living bank to the other living bank and that is just to make sure that the culvert is the correct size for the stream. I also had to make some observations. Now, in March there was some new regulations, so I know if there's a bat presence, because if there is then it would be a whole lot more work to replace it. I look at the AOP designation, this is comes from NAACC, which is will talk about later, it just means aquatic organism passage, so fish, crustations, things like that make it through the culvert, I also look at the water velocity, percentage of obstruction, scout pool, which is just has to dug

out a bunch of room at the outlet, perching which is the same as I talked about before. Then when I identify the location, the only new thing that I include is the water shed.

So, looking at an Alpha culvert, this one is on Wells Hill Road. It's a metal culvert and one of the important things that I added when I modified how we collect the data is the height. In this instance, it's a pipe culvert, so theoretically the diameter should be the same all the way around, but it's not, which means that most likely getting squished by the road and should be placed deeper or it should be replaced with one of different material, most likely concrete. This one has rusting and holes, so this would also be one that we suggest concrete or HDPE, because the water is too acidic and is making it rust.

So, this is the next one, it's one Moriah Road, right on the end before it turns into White Church Road. This one is an arch culvert, so it doesn't matter if the height is different. This is a really good one, because it has an open bottom meaning that fish and other things like it a lot more than they do the other ones, because it stays consistent with the stream. This one is a bit undersized, but it still works. This one would be up for repair, whereas the one that we just looked at would be up for replacement.

So, what are the steps for permitting of Alpha culverts. So, you have to identify the area of work, which is usually, as I mentioned before, APA designed wetland or a steam or a river of some form. What work is required, such as excavation. What kind of stream disturbances and even counting how many trees you have to take out when you do it.

There's a joint application and the reason it's in quotes is because it's joint, but then they make you go fill out a bunch of other stuff for each one, so really isn't not joint, it's disjointed. It's through New York State Department of Environmental Conservation, US Army Corps of Engineers and Office of General Services, and Department of the State, so a bunch of different people that you have to send it to. It includes project descriptions, pollution and erosion and salt control methods, timing, what permits you'll need and a bunch other information that you have to send in. Then the approval process is what takes the longest, because, as I mentioned before, they're all special cases within the Adirondack Park. It can take several months, up to a year, to receive the permit back from the State.

So, I already talked about most of this stuff, but there's are just some of the modifications that I made when I came, as this was a project that was previously started in 2022 by another intern and I just modified it and have been going through in my own way.

So, one of the things that I want to briefly take about is the NAACC Crossing Database. NAACC is the North Atlantic Aquatic Connectivity Collaborative. There's a bunch of little organizations under it and they go through and they mark crossings throughout the North Atlantic Seaboard, basically. The next slide is a little more informative. So, it's important, because it's important at both the town and the county level. They don't just mark them on county roads like I'm doing, they also mark them on town roads, and they mark them according to aquatic organism passage, as I talked about previously. Now, these are town roads, the ones in gray, and you'll notice a lot of red dots. Those are ones that they may be willing to collaborate on, because they're ones that they want to replace, because they don't have any aquatic organism passage. So, by looking at this map and including it, you're able to kind of get a sense of maybe extra funding or collaboration that you may be able to have, even on culverts within the towns.

So, another project that I worked on was Forge Lane Bridge. Just for a brief history, it was built in 1901, originally closed in 1988 due to structural deficiencies, reinspected and confirmation of

closure was in 1993. There was an attempt at removal by Gary in 2019, but due to extenuating paperwork and just some timing issues that was abandoned. Now, because of all the flooding we had in 2024 and 2025, the conditions have become even worse and it kind of risks collapsing in the river. So, the second attempt at removal was started in 2026, this year. It's been closed for a long time, so there haven't been any repairs on it. It has a compromised structural integrity, but it is a historic bridge. So, the process for taking it down is a little bit longer than normal. So, we have to send in and consult with New York State Historic Preservation Office, SHPO, and we have to receive something back, identifying that they know that we're doing that and then they decide what we need to send back to them. In this instance. They weren't entirely onboard, initially with the idea of taking the bridge down, due to its age. So, we had to send in an Alternatives Report, telling them what it would look like if we replaced the bridge. What it would look like if we rehabilitated the bridge. What it looks like if we just take it down and a couple of other things. Another thing that we had to include is the structural report, environmental analysis and cost comparisons between all of the options. I worked on this with Todd, we sent it in and actually we are able to take it out, but we do have to send in more paperwork before we can do that. After we do that, you have to acquire permitting for the in-stream work, permitting for machinery use and you have to put a bid out for a contractor and then get it accepted.
So, I'm absolutely, I am very grateful that this internship exists. It has taught me a lot about the inter-workings of Essex County. I learned how to perform a bat inspection on a bridge. I learned the steps for permitting. How to find and identify culverts. I was able to work more with our GIS, which is very important, especially in environmental engineering and I learned how to use the GPR, just like Dieter did and I was able to meet with individuals and form some relationships with people from DEC, US Fish and Wildlife, and obviously Town Supervisors. So, that's it, unless there are any questions. (Applause)

TYLER: Good job

DOUGAN: I am really impressed on how quick they can all talk. As we were forced into a ½ hour, I know all of you have to get out there for this Public Hearing, if you find value with coming back with a few questions.

MASCARENAS: Yeah, I would like to.

DOUGAN: I mean they put a lot of effort in. I have already offered them to come back next year and continue this program, but I would love to get them a few more questions.

MENSER: Can we get these presentations sent to us?

DOUGAN: Sure can, absolutely.

MASCARENAS: I think it will be 10 minutes at most for the Public Hearing, so I would like to come back. This ties into some bigger issues.

At 9:28 AM this Task Force recessed for a Public Hearing and reconvened at 9:38 AM

CLARK: We are back now and we can start with questions.

MASCARENAS: Yeah, I want to thank both of you for your presentations and recognize just how well done they are. They really are helpful. We often have conversations here around our inability to really plan long term. The County is a government of service which means of the $130 million budget that we have, over 80% of that is mandated. Which means that we have to provide things like Social Services and Probation. I can go on and on. Often what gets overlooked in budgets are these types of items and the Board has heard me to the point of preaching about these things, over the last probably decade, how important they are to be able to do long term. I just said on the floor that there becomes a point where you can't afford not to do things. This Board has been amazing, previous Boards have been amazing, but they play a big part in this and how they can help. You guys can come up with the best plans in the world, but if we don't do our part and place the finances in order to protect those assets long term, we end up with a larger problem or an item that simply can't be fixed, and you certainly don't want to be in that position. We have set up some capital accounts over the last couple of years. We're in the process of funding those, some better than others. The HVAC project up at the jail is a really good example of how good government operates. When we can avoid borrowing, we save our taxpayers a lot of money, it's that simple and we can use our money to further invest in our own assets and infrastructure.
On what Dieter did on the buildings it was really amazing. The thing is, it's one building, right? And it's our newest building, which is why he did that and you have a really good starting point. How many square feet do we have? I am not going to ask Dieter this question, because it would be unfair.

STANLEY, ANDREW: Roughly…

MASCARENAS: Countywide

STANLEY, ANDREW: Oh, countywide?

DOUGAN: Almost 350,000.

MASCARENAS: 350,000 of square feet of space to maintain. So, you take that brand new building, and you look at that and what's been done there and then you look at all the rest of it. Some of our newer buildings are our most inefficient buildings. The jail being one and the courthouse being number two, I think, if you were to look at energy usage and those types of things. I think we're doing a much better job at taking control of managing the engineering services that we now have, that will make our buildings more efficient, long term. I'm not sure we always did, but the HVAC is a really good answer to that. What 20 years since we opened that building?

DOUGAN: In 2027.

MASCARENAS: And we invested no dollars. Governments are famous for turning on the switch and walking away. So, now we get to the point where we're scrambling to look at these long term

investments that had they been happening the whole time we would be in a better position. What I will say is that we're in a pretty good position, because Boards of the past few years have recognized the importance of capital improvements and not gotten into the routine of borrowing to meet our reoccurring costs and so I thank, you two in particular for doing a better job than I have ever done at proving my point and proving the point to all of them. We all know it, we all know those things are going to happen. The levees in New Orleans, everybody there knew that they were going to blow at some point in time, they just hoped it didn't happen on their watch, and it happened on somebody's watch and now I can't say, well, I didn't know, because now I know. So, I really do applaud the work that you've done, I think it's amazing.
The culverts, how many culverts do we have in Essex County?

DOUGAN: We don't know exactly.

HODGSON: We have an estimate, but we don't know them all.

DOUGAN: We think we're around 9,000.

MASCARENAS: Right, well, I can tell you we have more water than anybody. That we know for certain. I know our bridge totals double what our neighbors to the north and south is, because I just did that work last week. So, I can't imagine what that inventory looks like, if we're so fortunate to come back and maybe complete it, I think it would be awesome. But no, I just really wanted to bring you back and commend you for your work, thank you for what you've done, it's awesome and this is why I love this program, because it allows us to do the work that nobody else has the time to do during the year, and it's so important long term to give us the information we need to make proper decisions, so thank you so much.

MENSER: So, first I want to thank both of you for the wonderful work that you have done, and I agree with Mike that the Board here has done a very job at the county level with preserving what needs to get done in the future and working on it, bit by bit. Unfortunately for me I have been a town that has continuously kicked the can down the road, and we're now to the point where we don't have the choice, we're going to have to do some things. Such as our town hall is going, if DEC has their way, torn down completely and replaced with a wastewater treatment facility. In the process of that we have to come up with a plan to build a new building, because there is no other existing building in the town that even comes close to being capable of handling the town hall and we need to know all the requirements to have that done, which we will be releasing a preliminary study which an engineering group to tell us what we have to have as a minimum for a new town hall. Our highway department building is way out of date, so an assessment management type programming that we could put information into would be extremely important to the town to help us do everything right from the beginning and be able to maintain the information going forward. So, I definitely want to get involved with this.

DOUGAN: If I could, as you're starting to design those things, so important decisions, you need to make long term decisions, okay? That don't leave it up to a consultant.

MENSER: No

DOUGAN: Let your town, the people that need to make that decision need to be from your town, need to know how it's going to operate and you're going to maintain it in the future.

MENSER: Yes

DOUGAN: A few of the buildings that Mike has talked about, our newest buildings but are our biggest energy, biggest headaches in all honestly, I feel like the County let a consultant just tell you want to do and we did it, thinking that the consultant had our best interests, and they didn't. I am not saying that they did anything wrong, that they specifically did it to cause us headache in the future, but be involved, do design management of that, so that you get the project that fits you and your town long term. I think that's really, really important. I think we've been trying to bring that to the things that DPW has been overseeing.

STANLEY, MATT: I have like 8 questions. First, Dieter, great job on that asset management plan, but as we all know, asset management plans are only as good as how much they're picked up and how much information that's put into them. It looks like you built in a lot of ways to be able to put in information. One question that I had was about smart sheets, can that keep track of like one asset, everything that always happens to that one asset? So, the elevator is a good example, like the maintenance schedule that has been done on it, it's in the replacement plan, does smart sheets keep track of all that stuff?

DOUGAN: If you entered the information, yes. We entered the information.

STANLEY, MATT: So, you had talked about there being special forms that different people could work on, the engineers could do some. Now, is part one of those input things for like Buildings and Grounds when they inspect that elevator or fix a window or fix a sash that's falling off or the benchmarking of the electricity? That obviously needs to be put in by somebody in order to do that. I think those are great things to look at to see if there's a heating or cooling unit that is drawing more electricity than it should be to be able to save money long term, but I like that work that you put into this. I think just for the Board, we need to remember that we need to not only fund the replacement of those things, but we need to keep funding the work to make that information to keep the plan up to date.
So, Grace for you, the culverts that you were looking at, I know we don't know where they all are, and is part of that plan to be looking at an asset management plan of the culverts, as well, to be able to, once we get all the inventory and information, are we planning on using that to be able to work for, Jim, your road replacement plan, things like that?

DOUGAN: What Grace focused on was our 5 year paving plan. In part because, ideally and those of you who have sat through our pavement management presentations have seen that ideally, if you can, we replace a culvert before we do the asphalt. You can also do that, right? We're juggling all kinds of assets and sometimes the roads deteriorate quicker than the culvert or vice versa. So, we had her focus on that. It was started in 2022, Laura Johnson started in and so this is continuing

it forward and the GIS is like an asset management plan. All the pictures, similar to smart sheet, where smart sheet, we've got attachments in there that we can grab the data, the same thing as our GIS program, where we've got pictures of it, we've got this data and that's what we're trying to do. Just as she described the permitting, really can't get it all done in a year. We have to plan this out. We also have to manage the dollars that you the County have provided us or that we applied for, funding for or that CHIPS is giving us and so we've got to plan it that way. It's not quite as concise as what Dieter gave you, but it's actually been something that we've been working on for a while. It's 9,000 assets instead of one big one with how many columns? How many rows?

OLCOTT:130

DOUGAN: It's 9,000, but yes. That's the same plan, that's why we called one horizontal asset management and the other one vertical.

STANLEY, MATT: And I know that Todd and I talked about this, about just like the culverts in the town of Jay. Like we had one that was not planned or thought out and then came an emergency, which was a half million dollar replacement. Now the same type of culvert is being done on AuSable Drive through a grant program that has taken us 3 years to do it. So, trying to map out and I talked to Jim about this and as part of our standardization that we've been trying to do of county services, I as a Supervisor here, would love for us to expand our engineering because of the towns, the towns can't do this alone. Now, I talked to Jim, also about the internship program. I would love to get Grace to go around the Town of Jay and…

DOUGAN: She's coming back to work for us.

STANLEY, MATT: I am just putting it out there so that everybody knows if she doesn't come back here.

MASCARENAS: Just saying.

DOUGAN: There's like an employee's markets and a bidding war.

STANLEY, MATT: I think there is a great case, DPW is one of them, about investing more in county services that the towns can use to help support these initiatives, because they county is the one that can help move it for the towns to be able to benefit and at the end of the day it's just to save money for taxpayers, whether it's through county dollars, town dollars in other to make sure that we're all onboard, because I think the County has made some really great investments in engineering, which is the long run are saving us money down the road, although with asset management plans, culvert plans. I appreciate everything you're doing and as an engineering nerd myself, I love what you guys are doing.

TYLER: I don't have a question, I just want to say that you guys did a fantastic job, unfortunately with the new building it is a lot easier job to do. We all have taken over towns that have, how many

asset management plans have you guys had when you took over? I can tell you that I do zero. So, it's like closing the door when half the cows get out. You know, you're already behind the 8-ball and you're already trying to do budgets to fix, you know, the can that got kicked down the road. You know, one of the things that I hated most when I got into the office, they said, well, we always did it that way. Yes, we're going to do it differently now. But, anyways, to get to what you're talking about and you're doing all these buildings, I would urge you and anybody else, at the county, if you can get a local contractor who has the best interest of the town in mind to help you, like we did at the Westport Town Hall, we had a lot of great people. We had Jim, Bill, we had the local contractor that was working for the Town of Westport. We changed a lot of stuff that the engineers and architects had done for the better and our town hall worked out fantastic. But I urge you to get somebody that has skin in the game.

MENSER: My first intention is we have to have an engineering group find out the County, State, and Federal regulations are that say, okay, with the population of this town, you have to have a meeting room that can hold this amount of people, has to be ADA compliant. I want them to tell us what are the minimum things that absolutely have to happen first and then build on that.

MASCARENAS: Meg, you had a comment, too. I just want to make sure everybody gets a chance.

WOOD: Thank you so much, both of you. I want to comment on Matt Stanley's point, we all come and go and decisions that we make maybe perfect to us, but if we start a program on our own and somebody else comes along and the Board or this and that and then there's an emergency, or plans could just wither. If there was some kind of an overarching, shared services type of program that is initiated, it can be loose, it doesn't have to be the County doing everything, but that would not only initiate it, but it would be in place, not just the local towns decision that we're going to count culverts. I have no idea how many culverts we have. Our 32 year old Highway Super, he's so busy taking care of emergencies, he's not counting that stuff and of course we beat him up on that. But if there was something that we could plug into, I know our town would be really willing to share in the expense in order to get it done and I don't think I am speaking wildly in saying that, because I have a very good Board who wants things done correctly, but I really like that idea and I would like to explore it.

HODGSON: The two biggest obstacles to asset management plans, which actually most of you have, identify, Mr. Stanley, you don't know, an asset management plan is only as good as what you know you have, but you don't know. And that is one of the biggest problems we've had with the culvert inventory. It's not done yet, so it can't be complete, I mean I don't know if it's ever going to complete. It's far from locating everything that we have, and I would say the towns, as well. And the other thing that was brought up is regulations. You could build it today, but if the regulations, basically outdated or a permit condition, all those things create huge havoc for asset management plans. So, those are the things that really should be in front of those two items.

TYLER: I have a feeling the asset management plan we got done for our wastewater plant is already changing. You've got state requirements and the APA and all of those, I mean it's crazy.

MASCARENAS: We'll you know 2023-2024 we had a bunch of projects planned that we were going to do that summer and those changed based upon flooding, July 10th. So, the money that you had allocated for this ended up going toward what needed to happen today and there's no way around some of that. It is what it is, but if you plan for nothing, you're really in big trouble and that's where it hits.

DOUGAN: Just two really quick things, so the electric tracking of that, okay, we have a spreadsheet. We're going to have our Principal Account Clerk track that as she pays the bill. So, it's an additional 30 seconds for every bill for the month, but we will then have the information. We created that plan so that Buildings and Grounds, when they do certain work, they're supposed to fill out some information so that I can give it to you once a month anyhow. So, we're going to have them do the work as they do it, because if you do it right then, and there, it doesn't take a lot of time. And then you also know what your assets are, but it's a process and it's training people to do that, because I want this asset management plan that Dieter did for us to live on and then we'll start to tackle older assets afterwards.
And my last comment is just, thank you to the Board, because it was 8 years ago that I asked for this and you guys funded this program and it's brought some really unique, really smart, local, homegrown talent here. It's been, hopefully it's supported you guys in a career that you say, yes, I want to continue to do this. It's been a civics class for them to see what their own local government does and they're building these things that I can't, as good as he is, as good as he is, as good as you are, I can't, I am busy doing those emergencies that your Highway Superintendent is doing and so they've done really good work and then we continue to build off the plans. The pavement management plan, the 5-year plan, all those things, we keep, these young engineering interns help create it, give us a baseline, and if we can keep up with it then it puts us in a better spot. So, thank you for continuing to fund the program. Thank you both, you did a great, you did a really nice job and yes, if you want to come back next year, I want you to come back (applause).

CLARK: We are adjourned.

AS THERE WAS NO FURTHER BUSINESS TO COME BEFORE THIS BUILDING AND FACILITIES TASK FORCE, IT WAS ADJOURNED AT 9:58 AM

Respectively Submitted,

Dina Garvey, Deputy Clerk
Board of Supervisors